

Meeting 1

Team: Group-P08-07

Sprint: 0

Date: 8/08/20224

Time: 1 hour 3 minutes

Scrum Master: Thomas Saleh

Development team: Tony, Vincent, Marko, Thomas and Kenny

Attendance: Tony, Vincent, Marko, Thomas and Kenny

Agenda:

- Sprint 0 Meeting
- Establish goals for the first sprint
- Discuss the duration and vision for the sprint
- Identify and commit to product backlog items
- Establish Individual contributions
- Plan for upcoming tasks
- Prepare questions for the Product Owner

Discussion Summary

- **Sprint Goal:** Laying a solid foundation including understanding user stories, committing to the first project iteration, preparing checklist and backlog
- **Sprint Duration:** 3 weeks
- **Sprint Vision:** Understand individual roles and essential project documentation

Decisions made

- The team decided to commit to the user stories created for appointment scheduling, user-friendly access features, prescription management, educational resources, and medical records access.

Action items

- **Vincent:** Complete 5 user stories for appointment scheduling.
- **Thomas:** Finalise user stories for user-friendly access features.
- **Marko:** Finish user stories for prescription management.
- **Tony:** Create 5 user stories and acceptance criteria for educational resources.
- **Kenny:** Develop user stories and acceptance criteria for medical records access

Follow-up

- Setting up a scrum board and committing User Stories

Meeting 2

Team: Group-P08-07

Sprint: 0

Date: 19/08/20224

Time: 54 minutes

Attendance: Tony, Vincent, Marko, Thomas and Kenny

discussion summary

- Scrum board layout and labelling were properly laid out
- To do before the next meeting was established

Agenda:

- Revise Assignment Details
- Finalise user stories and scrum board based on feedback

decisions made

- Decided the extended/extra API would be discussed further down the project line
- Estimate time for each task and priority
- SRS will be developed in the next meeting

action items

- **Team:** Adjusted Scrum board to better initialise the project
- **Each person:** Develop acceptance criteria for each user story (4 or more dot points) by Wednesday
- **Each person:** Writes tasks and DoD by Wednesday

Follow-up

- **Each person:** Reviewed and checked each others acceptance criteria and DOD

Meeting 3

Team: Group-P08-07

Sprint: 0

Date: 21/08/20224

Time: 25 minutes

Attendance: Tony, Vincent, Marko, Thomas and Kenny

discussion summary

- SRS distribution of work allocation

Agenda:

- Overview of progression and SRS allocation
- Checking on tasks and user stories

Decisions made

- Subtasks and effort levels will be decided next class
- SRS will be finished

Action items

- Each person completed their DoD and esto,ation
- Each person completed their part of the SRS
- Marko was assigned 1.1-1.5 and 6.1-6.3
- Thomas was assigned 2.1 -2.5 and 6.1-6.3
- Tony was assigned 2.6-3.4
- Kenny was assigned 4.1-5
- Vincent was assigned 7

Follow-up

- Everyone has finished their tasks and subtasks,